

## Grant holders' guide to online reporting

As part of the terms and conditions of your grant, we ask you to complete reports that allow us to see at a glance how your project is going part way through and once complete.

We encourage you to use this opportunity to share your successes with us and seek support with any challenges.

### Completing the form

**REMEMBER: just like the application forms, it will time out after 30 mins. So please do use the questions listed in this section for the relevant form and draft your answers offline first to avoid potentially losing any work.**

Completing the form follows the same process as making an application.

The type of grant you have will determine which reports we need during the project. The following table explains:

Type of Grant	Reports Required	When
Up to 1 year: One Single Payment / 2-part payment	Interim Progress Report	Half way (6 months)
	End of Grant Report	Upon project completion (12-13 months)
1 years upwards	Progress Report	Either Quarterly/6 monthly or Annually
	End of Grant Report	Upon project completion

The questions within each report are as follows:

#### 1-year to 3-year grant progress report questions (FPCJS/RBTFL/TSS)

This form will be required either quarterly, six-monthly or annually. We will tell you how often this is needed as part of your award letter.

#### Project progress

Q1. Please detail here the progression with your project for this payment period, identifying key outcomes in line with your milestones – 500 words

Q2a. Please identify:

- how many direct beneficiaries your project has supported so far?
- the number of direct beneficiaries supported this quarter that are new
- how many indirect beneficiaries your project has supported this payment period?

Q2b. Please provide us with one case study showing support to direct beneficiaries (if applicable) – 200 words

### **Impact and need**

Q3. Please take the opportunity to tell us about any particular observations you have had to date on the impact of your work, or your understanding about the need for your project. – 500 words

### **Evidence of activity**

Q4. Tell us about any publicity and press coverage your project received, as well as any social media coverage or relevant testimonials. If you have photos of the funded activity, you will be able to attach up to 3 here – 300 words

### **What went well and what could have gone better**

Q5. Tell us about the successes and lessons learnt from your project this payment period. If something did not go as well as you anticipated, what would you do differently if you had the chance? - 300 words

### **Financial progress**

Q6a. Please attach your most recent management accounts for this funded project. They should show spend to date, new projection and any variances in respect of the last payment period

Q6b. Please provide details of any variance here

PLEASE NOTE: We will then ask you to agree a declaration, and to confirm that you are happy for the next payment to be made as per the schedule set out in your award letter. You will also be asked whether any changes have been made to the account details provided to us since the previous payment, and to confirm the last four digits of the account number.

## **1-year to 3-year Grant End OF Grant Report Questions (FPCJS/RBTFL/TSS)**

### **1. Your overall project**

Q1a. Please tell us about how your project went. What have been your key achievements and what have you learnt? What impact have you had? – 500 words

Q1b. Please tell us how you have governed your project and kept track of the progress of any partnerships? – 400 words

Q1c. Were you able to reach the numbers of beneficiaries that you expected to? What have you learnt about engaging with your targeted beneficiaries as a result? - 400 words

Qd. Did we agree any variations with you over the course of your grant? If so please tell us about how these changes helped you to deliver your project, and improve outcomes – 300 words

### **2. Support to beneficiaries**

Q2a. Please tell us the total amount beneficiaries has your project reached?- number

- Direct
- Indirect

Q2b. Who are they? Was this what you had anticipated? - 200 words

### **3. Impact and legacy**

Q3a. Please tell us about any wider impacts has your project achieved? – 300 words

Q3b. Please tell us about the legacy of your project, and how your organisation will build on what you have learnt or achieved going forward – 400 words

Q3c. What, if anything, would you do differently if you were running this or a similar project again? – 200 words

### **4. Case studies**

We would like to understand more about the beneficiaries that your project has been supporting. Please give us at least one and up to three case studies of people who have benefited from your project.

We will use these case studies for wider reporting work. When submitting a case study then please ensure that you do not include wider information that might identify the individual concerned and that all GDPR policies have been adhered to. – 300 words per case study or upload attachment (3)

### **5. Evidence of activity and project promotion**

Q5a. Please tell us how you promoted your project, and how you used the Covenant Branding. You can include links to websites or pictures of leaflets etc. – 300 words

(you will be able to upload up to 5 photos here)

Q5b. Tell us about any publicity and press coverage your project received, as well as any social media coverage or relevant testimonials. - 200 words

If you have produced any annual or evaluation reports, please upload here (up to 4 docs)

### **6. How you spent your grant**

Q6a. Please report your summary costing for each item/activity – table to complete

Q6b. Please explain any differences between your planned and actual expenditure – 150 words

*You can also upload your total expenditure on an excel sheet. We need to understand how you have spent your grant. (attachment box)*

Q6c. If you have a project underspend, please confirm the amount (number in £)

Q6d. If you have a project underspend, please provide your proposal for the underspend, and we will make a decision depending on the amount remaining and proposed use.

Underspend should be used to do more to benefit the people, organisations or communities you've already been working with, whilst still meeting the Local Grant Priority that you applied under. – 250 words